

COUNTY FUNDS INDEMNIFICATION REQUEST FORM

Official's Name Andrea Thompson	Current Date 8-18-14	Amount of Loss \$ 10.00
Department/ Division Name District Clerk	Date of Loss 1-10-14	Police Report Attached? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Commissioners Court
Colin County, Texas

Local Government Code §157.903 authorizes the commissioners court of a county by order to provide for the indemnification of an elected or appointed county officer against personal liability for the loss of county funds, or loss of or damage to personal property, incurred by the officer in the performance of official duties if the loss was not the result of the officer's negligence or criminal action. Therefore, I respectfully request Commissioners Court to approve this indemnification request and authorize the Colin County Auditor to charge off the above amount of County funds or property, which have been determined to be missing or stolen.

Cause of Loss (Attach additional sheet if necessary)

See attached for all comments

Position of Official Regarding Loss (Attach additional sheet if necessary)

Current Internal Controls to Prevent Loss (Attach additional sheet if necessary)

Additional Controls Implemented to Prevent Future Losses (If applicable) (Attach additional sheet if necessary)

Action Taken to Recover Funds (Attach additional sheet if necessary)

Signed By Andrea Thompson	Title District Clerk
Official's Signature Andrea Thompson	Date 8-18-14

TO BE COMPLETED BY COUNTY AUDITOR

Based upon the Auditor's Office review, the above listed loss amount being requested for indemnification: <input type="checkbox"/> DOES appear to be accurate. <input type="checkbox"/> DOES NOT appear to be accurate. Based upon our review, the loss amount is	After review of the circumstances, the Auditor's office recommends: <input type="checkbox"/> Indemnification <input type="checkbox"/> Not indemnifying
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County Auditor Signature	Date
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ACCOUNT CODING TO BE USED

	FUND/DIVISION	OBJECT	AMOUNT	CHECK OR JOURNAL ENTRY
DR				
CR				

TO BE COMPLETED BY COMMISSIONERS COURT

Indemnification ☐ APPROVED ☐ NOT APPROVED by Commissioners Court

Signed By

County Judge Signature

Date

District Clerk's Office

\$10.00 counterfeit bill

Date of Loss 01-10-14

Cause of Loss

A counterfeit \$10.00 bill was found in the office petty cash box by the accounting clerk. We are unsure if it was passed to the District Clerk's office or if it came to the office from the bank. The clerk noticed that the bill looked different than the other tens that were in the box. She marked it with a counterfeit pen and it turned brown.

Position of Official Regarding Loss

Loss was not the result of fraud or negligence on the part of the elected official. Following loss, additional measures were implemented to avoid future loss.

Current Internal Controls to Prevent Loss

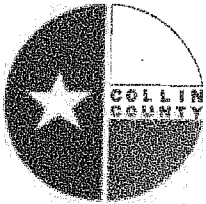
At the time of the loss, January 10, 2014, there were no counterfeit specific controls in place other than visual examination of the currency of this denomination. The financial staff had recently attended a cash handling seminar where the speaker discussed the use of counterfeit pens. He described the pens as being useless because the counterfeiters are always ahead of the detection technology, therefore, if the staff marks a counterfeit bill the pen will often not show it to be counterfeit. Additionally, the seminar did not alert attendees to the prevalent use of counterfeit bills in smaller denominations, therefore the use of the pens was limited to larger denominations.

Additional Controls Implemented to Prevent Future Losses

Implementation of the use of counterfeit pens as a visual deterrent, with all employees who handle cash receiving training to mark all denominations of bills. All bills in the McKinney office that are \$20.00 and above are re-checked in the financial office at closing. The office has scheduled a counterfeit detection seminar by the Secret Service to be attended by all staff handling cash.

Action Taken to Recover Funds

We notified the Auditor's office and the Secret Service. The counterfeit money was sent to the Secret Service for inspection. No response has been received.



COLLIN COUNTY

District Clerk
P.O. Box 578
McKinney, Texas 75070
(972) 548-4320
972-424-1460 Ext. 4320 (Metro)

January 10, 2014

United States Secret Service
125 E John carpenter Freeway
Suite 300
Irving, TX 75062

To Whom It May Concern:

The District Clerk's Office of Collin County received what is believed to be a counterfeit \$10.00 bill. We are unsure of where it came from and have no details on the person who passed it at our office. Enclosed is the bill with serial number JB 12019354 C. Please notify me if the bill is determined to be counterfeit and what action was taken.

Sincerely,

Amber Kincheloe
Program Coordinator
972-548-4254
akincheloe@collincountytx.gov

